



Department of Veterans Affairs

Homeless Provider Grant and Per Diem Program

Section C-Second Submission

***NOTE: THIS IS NOT TO BE INCLUDED
WITH FIRST SUBMISSION APPLICATION***

*Applicants conditionally selected as a result of the rating and ranking
process will be required to submit this package at a later date*

1. ACQUISITION, REHABILITATION AND NEW CONSTRUCTION DOCUMENTATION

This will show the total amount of cash needed to carry out acquisition, rehabilitation and/or new construction and demonstrate to VA that the proposed activities are eligible. Applicants must submit one copy of this form for each project site.

A. Address of Site:

B. Acquisition

1. Total amount to be paid for site, including closing costs; or	\$
2. Total amount to be paid of principal owed on property owned by the applicant that has not been used as a homeless facility; or	\$

To substantiate the amount entered on Line 2, include with this form, documentation indicating the balance owed on the loan, mortgage, or deed of trust. Applicants must keep on file a copy of the contract of sale, a copy of the loan agreement, mortgage agreement, or deed of trust.

a. On not more than 1 double-spaced typed page document that the costs associated with acquisition and any rehabilitation for which VA funds are being sought are less than the costs of new construction

b. State whether the seller or agent has any involvement in the proposed project: (If yes, explain here)

	NO
	YES

C. Rehabilitation and New Construction Applicants requesting VA funds for either rehabilitation or new construction must include as part of this exhibit the following information for each site separately:

1. On not more than 2 double-spaced typed pages describe:
 - a. The nature, scope and square footage (of the proposed work)
 - b. If new construction, information demonstrating
 - (1) That the costs associated with the new construction are less than the costs associated with rehabilitation, or
 - (2) That there is a lack of available units to be acquired and rehabilitated at a cost less than new construction
2. Cost Estimate: A cost estimate prepared by a qualified person such as an architect, contractor or engineer that includes the cost of labor and materials by major trade items (e.g., plumbing, electrical, landscaping, etc.).
3. Enter the following amounts:

a. Total cost of rehab/new construction (from cost estimate)	\$
b. Minus total in-kind contributions to rehab/new construction	\$
c. Total cash needed (c = a - b)	\$

2. **MATCH AND FEASIBILITY**

This will show the total amount of cash needed to carry out acquisition of facilities, rehabilitation and/or new construction; and demonstrate to VA that the applicant has enough documented cash resources to carry out those activities. Complete the documentation on the next page to support each source. Enter all cash resources on the lines below if you have requested VA assistance for acquisition, rehabilitation and/or new construction. Do not include the cost of in-kind contributions, such as the cost of building materials that are donated to the project.

A. Total cash required for acquisition, rehabilitation or new construction at all sites (from acquisition, rehabilitation, and new construction documentation.	\$
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B. Cash Resources for Acquisition, Rehabilitation or New Construction

	Page No of Documentation	Amount (\$)	VA Use Only
1. Applicant Cash			
2. Federal Government Cash (Excluding VA cash)			
3. Local Government Cash			
4. State Government Cash			
5. Community Services Block Grant			
6. Community Development Block Grant			
7. Private Cash			

C. Total cash resources (excluding request to VA)	\$
D. Request to VA (line A minus line C). (Is subject to match requirements). Of the amount of Item D:	\$

1. Amount requested for acquisition	\$
2. Amount requested for rehabilitation	\$
3. Amount requested for new construction	\$

3. DOCUMENTATION OF MATCH

This must be completed by applicants requesting assistance for acquisition, rehabilitation and/or new construction. The form will demonstrate to VA that the applicant has enough cash to match the amount of VA funds requested for acquisition, rehabilitation and/or new construction activities. Resources listed in Match and Feasibility must be documented in the appropriate format described below on letterhead stationery and attached here. No other format will be accepted as evidence of a firm commitment.

NOTE: The matching funds must be cash resources provided to the project by one or more of the following: the applicant, the Federal government, State and local governments and private resources.

A. Applicant Cash Resources

Date

(Applicant name) commits \$(amount) of its own funds for (type of activity, **e.g.**, acquisition, rehabilitation or new construction) to be made available to the VA Homeless Providers Grant and Per Diem program. The funds will be available on (date).

Signature of applicants authorized representative

B. Third Party Cash Resources.

Date

(Third party name) commits \$(amount) of its own funds for (type of activity, **e.g.**, acquisition, rehabilitation or new construction) to be made available to the VA Homeless Providers Grant and Per Diem program. The funds will be available on (date).

Signature of applicants authorized representative

4. **SUPPORTIVE SERVICES**

All applicants must list below the supportive services to be provided for participants, and the name of the service provider. Applicants must enter in the Amount (\$) column the cost of the service.

A. Budget

For each provider of supportive services, enter on the lines below the total estimated annual cost of supportive services for the applicant's program. Include the cost of supportive services provided by the applicant. Estimates should reflect any given point in time after the project is fully operational. Do not include the value of in-kind contributions, such as donated volunteer time.

NOTES:

1. If this is an expansion of an existing, project, also complete the "current amount" column
2. If this is a new project, put "NA" in the current column
3. In cases where the applicant's staff also perform administrative/operating functions, costs should be prorated between applicable budgets (see Budget and Cost Sharing - Second Submission)

B. Description of Annual Supportive Services Expenses

All applicants must include as part of this form on a total of not more than 3 double spaced typed pages a description of the type of services performed by each provider listed below.

Name of Provider	Current Amount (\$)	Projected Amount (\$)

5. RATING BUDGET AND COST SHARING

ALL APPLICANTS MUST COMPLETE THIS FORM.

- A. Budget Enter on the lines below the total estimated annual operating expenses for providing supportive services and, or operating the housing. Estimates should reflect any given time after the project is fully operational. Do not include the value of in-kind contributions, such as donated supplies and volunteer time. Rent may be included as an operating expense.

NOTES:

1. In cases where staff also perform supportive services, prorate costs between applicable budgets
2. Payments of principal and interest on any loan may not be shown as an operating expense
3. Include transportation expenses

- B. Description of Annual Operating Expenses All applicants must enter the requested information in the "Projected Amount" column below. If this is an expansion project, you must also complete the "Current Amount" column. If this is a new project, please put "NA" in the "Current Amount" column. **Keep in mind these are totals of each expense.**

All applicants must also include on the "Breakdown Table" provided a breakdown of the individual costs that comprise each of the budget line items.

Type of Expense (budget line items)	Supportive Services		Supportive Housing	
	Current Amount (\$)	Projected Amount (\$)	Current Amount (\$)	Projected Amount (\$)
1. Rent				
2. Maintenance/Repair				
3. Utilities/Fuel/Telephone				
4. Furnishings/Equipment				
5. Food				
6. Insurance				
7. Administrative/Operating Personnel				
8. Other Staff				
9. Other (specify)				
10. Subtotal				
11. Relocation costs				
12. Total Operating Costs				

6. RATING BUDGET AND COST SHARING

Expense Breakdown Table

Please enter the expense in the breakdown column and then below it list the breakdown. (If more space is needed simply make copies of this page and attach them after this page.)

[illegible]

7. SITE CONTROL AND ZONING

Submit one completed copy for each site (make copies as needed.)

A. Address of Site:

B. Type of Site Control Check the box beside the response that describes the applicant's form of site control and include the appropriate documentation, as follows:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Deed or other proof of ownership |
| <input type="checkbox"/> | Executed contract of sale |
| <input type="checkbox"/> | Executed capital lease agreement |
| <input type="checkbox"/> | Executed option to purchase or lease |
| <input type="checkbox"/> | Under negotiation to obtain site (see Certification, part C) |
| <input type="checkbox"/> | Site control is not required because participants will own or control the site |

C. Site Under Negotiation If the site is under negotiation, the applicant must submit the certification below signed by the same authorized representative of the organization who signed the SF 424, indicating:

1. the name of the party with whom site control is being negotiated,
2. the address (street, city, state) of the site under negotiation, and
that site control is expected no later than one year after initial notification of
3. award
4. Certification: (Applicant) certifies that it is currently engaged in negotiations with (name and address of owner, realtor, etc.) for the purpose of gaining control of the site at (address of site). We expect site control to be achieved by (date, no later than one year after initial notification of award).
5. Signature, title and date

D. Evidence of Appropriate Zoning Submit one completed copy for each site assisted with acquisition, rehabilitation, or new construction funds

1. A written statement on letterhead stationery from the unit of general local government in which the property is located indicating that the proposed use of the site is permissible under applicable zoning ordinances and regulations; or
2. A copy of the zoning ordinance, the zoning map, and the definition of the designated use; or
3. If the proposed site is zoned for a use other than that intended by the project, submit evidence that the zoning will be changed within one year following initial notification of award; or
4. Proof that a lawsuit or complaint related to the proposed site has been filed, or a commitment that it will be filed within three months of initial notification of award, challenging the legality of current zoning ordinances or regulations under the Fair Housing Act.

8. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

A. INSTRUCTIONS FOR CERTIFICATION PRIMARY COVERED TRANSACTIONS

By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

1. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the determination of the Department of Veterans Affairs (VA) whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participating in this transaction.
2. The certification in this clause is a material representation of fact upon which reliance was placed when VA determined to enter into this transaction. If it is later determined that the prospective participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, VA may terminate this transaction for cause of default.
3. The prospective primary participant shall provide immediate written notice to VA if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact VA for assistance in obtaining a copy of those regulations.
5. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by VA.
6. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by VA, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

8. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (cont.)

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, VA may terminate this transaction for default.

B. PRIMARY COVERED TRANSACTIONS

This certification is required by regulations implementing Executive Order 12549, Debarment and Suspension, and VA's implementing regulations at 38 CFR Part 44.

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three- year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification such prospective participant shall attach an explanation to this proposal.

Organization Name	Project Number
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Name and Title of Authorized Representative

Signature of Authorized Representative	Date
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8. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS(cont.)

C. Instructions for Certification Lower Tier Covered Transactions

By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

1. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, VA may pursue available remedies, including suspension and/or debarment.
2. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact VA for assistance in obtaining a copy of those regulations.
4. The perspective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by VA.
5. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for transactions authorized under paragraph 4 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, VA may pursue available remedies, including suspension and/or debarment.

8. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (cont.)

D. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

Project Number

Name and Title of Authorized Representative

Signature of Authorized Representative

Date

9. CERTIFICATION REGARDING DRUG-FREE WORKPLACE

A. INSTRUCTIONS FOR CERTIFICATION DRUG-FREE WORKPLACE

By signing and/or submitting this, application or grant agreement, the grantee is providing the certification set out below.

1. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
2. For grantees other than individuals, Alternate I applies.
3. For grantees who are individuals, Alternate II applies.
4. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
5. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
6. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including:

(i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

**THIS CERTIFICATION IS REQUIRED BY 38 CFR PART 44, VA'S REGULATIONS
IMPLEMENTING THE DRUG-FREE WORKPLACE ACT OF 1988.**

- B. The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibitions:
 - (b) Establishing an ongoing drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will--
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of any conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (e) Notifying the Agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
 - (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted--
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;
 - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

C. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code.)

Check here if there are workplaces on file that are not identified here. ☐

Organization Name

Project Number

Name and Title of Authorized Representative

Signature of Authorized Representative

Date

10. CERTIFICATION REGARDING LOBBYING

**THIS CERTIFICATION IS REQUIRED BY 38 CFR PART 45,
VA'S REGULATIONS IMPLEMENTING SECTION 319 OF PUBLIC LAW 101-121.**

The undersigned certifies, to the best of their knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$ 10,000 and of more than \$ 100,000 for each such failure.

Organization Name

Project Number

Name and Title of Authorized Representative

Signature of Authorized Representative

Date

Second Submission Assembly Checklist

Place your second submission in the order of the checklist below and list the page numbers in sequence on both the submission and on this checklist. The checklist will serve as your Table of Contents for your second submission package. A page number box is at the bottom center of each page. On documents you have provided (i.e., assurances, resumes, etc.) please place these documents in their proper order as directed (i.e., Attach Here) or if not specified place them immediately behind the appropriate section heading and number them in sequence. When finished your second submission should be sequentially numbered, beginning at the first page and continuing through the last one submitted.

Items	VA Page Numbers	Applicant Page Number
Second Submission Assembly Checklist	Second Submission – page 15	
Acquisition, Rehabilitation and New Construction Documentation	Second Submission – page 1	
Match and Feasibility	Second Submission – page 2	
Documentation of Match	Second Submission – page 3	
Supportive Services	Second Submission – page 4	
Rating Budget and Cost Sharing	Second Submission – page 5	
Rating Budget and Cost Sharing Expense Breakdown	Second Submission – page 6	
Site Control and Zoning	Second Submission – page 7	
Certification Regarding Debarment, Suspension, and other Responsibility Matters	Second Submission – pages 8 through 11	
Certification Regarding Drug-Free Workplace	Second Submission – pages 12 & 13	
Certification Regarding Lobbying	Second Submission – page 14	